

*Orchards at Greentree
Homeowner's Association, Inc.
Resident Application to Reserve the Clubhouse*

Owner Name: _____
Address: _____
(Tenant name): _____
Non-Resident Address: _____
Home Phone (owner): _____ Cell Phone (owner) _____
Home Phone (tenant): _____ Cell Phone (tenant) _____
Date of Reservation: _____ Hours Requested: _____
Number of Guests to Attend: _____ Email address (owner): _____
Type & Purpose of Function: _____

Note: If tenant is renting clubhouse, Orchards homeowner is responsible for actions of renter and agrees to assume responsibility for all damages. Tenant must get permission and owner must sign application acknowledging that they are aware of rental.

Use of Clubhouse

The Orchards Clubhouse is available by reservation for the personal use of the Orchards owners/tenants. Residents must be present for the entire function. The Clubhouse is not intended for the use of Associations, businesses, clubs or social groups outside of the Orchards Community.

Deposit Information

1. The charge for the rental of the clubhouse **\$200.00** per date reserved. (Non-refundable) deposit request against all damages and cleaning is **\$200.00** (Refundable after satisfactory inspection). Any charges that exceed deposit will be charged to owner's account. **Please provide two separate checks.**
2. The above two checks must be made payable to "The Orchards at Greentree HOA, Inc." The rental charge will be due upon submission of this rental agreement. No dates will be "saved" without a signed rental agreement and check for the rental charge.
3. The security deposit is due at least ten (10) days prior to the rental date. All checks will be immediately deposited. If the security deposit is not received at least 10 days prior to the rental date, the rental will be cancelled. Depending on the timing of the cancellation, the Association reserves the right to retain either the entire rental charge or portion. If the rental is cancelled within 30 days of the date of the rental, 50% of the rental amount will be returned. If the rental is cancelled 10 days prior to the rental, the entire rental amount will be forfeited. Prior to 30 days, the entire amount will be returned to the owner.
4. Also, at the time the rental agreement is returned an **insurance certificate** listing the renter's homeowner's insurance, with the Orchards at Greentree HOA as an additional insured, must be included. The term of the insurance must include the rental date.
5. Any damages over \$150.00 will be charges to the owner who rents the clubhouse even if it's a tenant that is renting the clubhouse. If the Orchards at Greentree need to repair the building due to damage during your rental, the owner will be billed the entire amount for the repair and, if unpaid, will become a lien against the homeowner's property.

Rules Governing Use of the Clubhouse

1. Association dues must be current. No resident may rent for any other resident who is delinquent in their dues. If owner's dues become delinquent prior to the rental, and not brought current by the rental date, the Association will cancel the rental, reserving the right to apply the rental fee(s) to any outstanding balance.
2. Reserving the clubhouse does not entitle guest(s) to use or reserve either the pool or tennis courts.
3. Shirts and shoes must be worn at all times. **NO WET SWIMSUITS.**
4. **NO SMOKING** is permitted in the clubhouse at anytime.
5. Each clubhouse rental is for an eight (8) hour period including set up and clean up. Clubhouse hours must end at 12:00am which include the clean-up time. The building must be totally vacated by 12:00am. Any rental lasting beyond 12:00am will forfeit the security deposit. You and/or guests are not permitted inside the clubhouse before or after rental date and time.
6. No decorations are permitted to be attached to ceilings or walls. Any damage to the walls or ceiling will be deducted from the security deposit.
7. Clean-up and trash removal is the responsibility of the renter. A vacuum is located in the hall closet for your use, as well as trash cans outside. Trash must not be left at the clubhouse for any reason. We do not dispose of your trash. In the event trash is left at the clubhouse, a charge of clean up will be assessed against your security deposit.
8. Clubhouse key, maintenance and security instructions will be obtained from a representative of Target Property Management at (856)-988-8000. You must contact them at least fourteen (14) days prior to the rental date to set up the time to receive the key and instructions. The owner responsible for the rental must be present to receive the key and instructions. Keys will not be given out the day prior to the rental unless the rental is scheduled to begin prior to 10:00am or not during business hours. The alarm for the clubhouse will be disarmed prior to rental start time and set after rental by representative of the Association. If the alarm is set off due to renter trying to gain access prior to the event will forfeit deposit and any additional charges incurred by the Evesham Police Department, representative of the Association, etc. will be charged against account.
9. Representative of Target Property Management will arrange to coordinate the inspection of the clubhouse with the Owner/Tenant following the event. The owner responsible for the rental must be present during inspection. Failure to be present, pictures will be taken of any damages or clean up will be sent to owner. The inspection will take place the day after the rental. The deposit will be refunded within thirty (30) days following the rental provided that no damages were sustained and all rules followed.
10. Renter is responsible to lock all windows and doors and place the front door key in mail slot after locking the front door. The alarm will be disarmed prior to rental by mgmt. In the event the renter sets off the alarm resulting in the response by Evesham Police, renter will be responsible for all fines issued by the Evesham Police Department and Evesham Township. Key agreement must be signed by owner which is attached to agreement.
11. We, the undersigned have been advised that the capacity of the clubhouse is limited to sixty (60) people. Renter may have to provide additional chairs besides the ones provided with the rental. Inventory will be taken prior to and after the rental to assure that no furniture is missing or damaged. Charges for missing furniture will be deducted from the deposit. We the undersigned agree that eighteen (18) inches will be maintained between tables and chairs and that an adequate walking aisle will be left between the "EXIT" doors to vacate. We, the undersigned agree that if we permit more than sixty (60) people in the clubhouse during the course of our rental agreement, that we, the undersigned will indemnify and hold harmless the Orchards at Greentree Homeowners Association Inc. from and against any claims of damage, injury or loss of life incurred as a result of permitting more than sixty (60) people in the clubhouse.
12. Rentals for children's party (under 18 years of age): There will be a minimum of one adult (over 21 years of age) per ten (10) children present, including teen age parties. At no time will alcoholic beverages be served to any minor.

13. The outside areas of the clubhouse are not included in the rental, including the swimming pool, tennis courts and playground. All rental activities must be held inside the building.
14. Noise- this is residential neighborhood. Please treat it with respect. No loud noise, racing of cars or rowdiness will be tolerated. If the police must visit the facility because of a neighbor complaint, the security deposit will be revoked and all future renting privileges will be suspended.

In consideration for the use of the clubhouse, we the undersigned agree to pay the Orchards at Greentree HOA fee of \$200.00 and post a security deposit of \$200.00 which will be immediately deposited.

We, the undersigned, are renting the clubhouse on _____. During that time, we, the undersigned, will be responsible for any damage or vandalism done to the clubhouse, pool and all grounds surrounding the clubhouse. We, the undersigned, are responsible for the actions of our guests for the entire time we have the key to the clubhouse.

We, the undersigned, agree to be jointly and severally responsible for any damages done while renting the clubhouse and said damage shall not be limited to the amount of the security deposit.

We, the undersigned, agree to pay the Orchards at Greentree HOA payment in full within five (5) days of receipt of written notice of any damages in excess of the security deposit done to the clubhouse area or pool while there is no lifeguard on duty and pool is closed.

We, the undersigned, will keep the air conditioner at 72 degrees or heat at 65 degrees when clubhouse is not in use and at the conclusion of the event or put it back to original setting prior to event. If we, the undersigned, fail to do this, we will forfeit \$20.00 of the security deposit.

The clubhouse must be left in the same condition it was when it was rented. We, the undersigned, will not use the pool nor will our guests. We, the undersigned, will lock the doors when leaving the clubhouse as instructed. We, the undersigned, will return the rental key by placing it in the drop slot at the clubhouse at the conclusion of the event. If we, the undersigned, fail to do so, we will forfeit \$5.00 per day for each day the key is not returned.

Any violation of any of the provisions in this agreement may result in the following action taken against the reserving owner of the Orchards at Greentree:

1. Forfeiture of deposit and charges being assessed to correct violation
2. Future ability to rent the facility
3. Loss of ability to use any of the common areas of the association.

RELEASE OF LIABILITY: Renter shall indemnify, release, and hold The Orchards at Greentree HOA harmless from any claims, liability, damages, costs, and expenses arising out of this agreement or from the use of the clubhouse not limited to personal injury or property damage.

We, the undersigned, agree to abide by the above rules and regulations for renting the clubhouse at the Orchards at Greentree:

Printed name (Owner)

Date

Signed (Owner)

Date

Printed name (tenant)

Date

Signed (tenant)

Date

Please return the completed application to:

Target Property Management
C/O Orchards at Greentree HOA
2215 Old Marlton Pike East
Marlton, NJ 08053

OFFICE USE ONLY:

Signed form received: _____

Rental Fee received: _____

Security deposit received: _____

Security deposit returned: _____

Insurance certificate received: _____

Date key was given: _____

Date key was returned: _____

The clubhouse cannot be rented until the deposit, the signed form and the insurance certificate are received.

I ATTEST THAT THE CLUBHOUSE WAS INSPECTED ON _____ AFTER THE RENTAL AND THE FOLLOWING PROBLEMS WERE FOUND:

APPROXIMATE COST TO REPAIR OR REPLACE:

OWNER AGREES TO THE ABOVE

Signature of owner

Date



The Orchards at Greentree Homeowners Association

Managed By: Target Property Management
2215 Old Marlton Pike Suite A, Marlton, NJ 08053
Phone: 856-988-8000/Fax: 856-988-8661

CLUBHOUSE RENTAL RULES AND REGULATIONS

1. Entry available only on date and time of rental. All functions must be concluded within eight (8) hours per rental agreement.
2. Decorations are allowed provided tape is used to secure them. Tacks or nails are not permitted. Any holes in the walls will be deducted from your security deposit.
3. Smoking is prohibited inside clubhouse.
4. Pool facilities are not included in clubhouse rental.
5. Wet and/or dripping clothing is not permitted in clubhouse.
6. All trash must be cleaned up and taken with you when you leave.
7. Make sure all lights are turned off.
8. Make sure HEAT is set at 65 degrees and AIR CONDITIONING is set at 72 degrees.
9. Make sure all doors are locked.
10. Place key in mail slot once front door is locked.

Failure to comply with these rules and regulations will result in deductions and/or forfeiture of security deposit.